

OGC HAS REVIEWED.

5 February 1947

*Personnel*  
*General* X

MEMORANDUM TO FILES

Subject: [REDACTED]

25X1A

STATINTL

STATINTL

STATINTL

1. After the interview between [REDACTED] and Mr. George Riley, Secretary of the Senate Civil Service Committee, concerning [REDACTED] position, I was unfortunately called to New York and was not able to give Mr. Riley an answer as early as I hoped. I have now obtained the pertinent papers from the Personnel Office, which consist of the position descriptions approved by the Civil Service Commission for two positions; one effective the 28th of August 1946, the second effective 24 September 1946. It is my understanding that it is the second position to which [REDACTED] has taken objection.

STATINTL

2. In the first position the office requested allocation as a Secretary-Stenographer, CAF-6. The Commission, however, reduced this allocation to an In-Service Training Clerk at CAF-5, which, as I understand it, had been [REDACTED] classification. In brief, the description of this position provides for a knowledge of training methods and job instruction; to personally conduct courses of instruction in clerical, stenographic and secretarial procedures; assisting the Chief in devising questionnaires for guidance in maximum utilization of personnel capacities; and taking dictation on all correspondence, reports and memoranda involved in the training program.

3. The second position was allocated as a Placement Clerk, CAF-5, which involved responsibility for review of requests for eligibles and for keeping informed regarding qualification requirements for clerical and CPC positions; conducting interviews and making preliminary selection of candidates for those requiring further interview by higher grade placement officers, and making final selection in grades CAF-2 and CAF-3; eliminating candidates whose qualifications are not adequate for position requirements; studying organizational and functional needs and qualification standards; maintaining reference files on qualifications; interviewing dissatisfied employees with a view to suitable reassignment, or supplying information on policies and procedures, and performing related duties as required. The job description notes that this is a training position for a higher grade

Files

-2-

5 February 1947

placement officer position.

4. I have been informed by the personnel officers that there has been no change in [ ] salary in these positions. I have not interviewed [ ] but, judging purely from the records involved, there does not seem to be grounds for a claim that any demotion is involved and, as noted above, the later job description gives more opportunity for advancement. STATINTL STAT

---

LAWRENCE R. HOUSTON  
General Counsel

LRH/ml1